

**State of California**  
**Business, Consumer Services and Housing Agency**  
**California Department of Housing and Community Development**  
**DUTY STATEMENT**

**Division:** Administration and Management  
**Unit:** Information Technology Branch  
**Position Number:** 401-111-1414-014 / PS 2415  
**Classification:** Information Technology Specialist II  
**Working Title:** Lead Web Developer  
**Location:** Sacramento Headquarters  
**Incumbent:** Vacant  
**Effective Date:** 09/01/2021

**Department Statement:** You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

**Job Summary:** Under the general direction of the Information Technology Manager I, the Information Technology Specialist II (ITS II) will serve as Department of Housing and Community Development's (HCD) Lead Web Application Developer. The ITS II will work with stakeholders at all levels, creates solutions to meet business needs, and leads the design, development, integration, implementation and maintenance of Internet/intranet applications ensuring high usability, availability, performance and accessibility utilizing modern web standards and agile development methods. The incumbent will employ initiative and resourcefulness in researching emerging technologies to develop new methods, criteria, and/or new standards, contributing to HCD's focus on improving services to customers using the power of technology and design. The duties require the ITS II to demonstrate excellent verbal and written communication skills, user-centric and intuitive web user interface design skills, web programming skills, and technical leaderships skills.

**% of Time      Essential Functions:**

45%      The incumbent is responsible for the architecture, design, development, operation, and maintenance of the HCD's internal and external websites and related web applications. As HCD's lead web developer, the ITS II conducts user and usability research, utilizes analytics and other metrics and develops and implements user-centric designs and intuitive web user interfaces to provide highest levels of user experience; leads programmers, content developers, data modelers and database administrators to implement high-quality, well-tested, and maintainable full stack applications using modern software development best practices; delivers secure, reliable and scalable websites and applications; identifies and addresses technical compatibility and integration issues between different browsers and computing platforms; ensures compliance with accessibility standards and other state policies and standards; and

evaluates and improves the stability and security of existing web applications and contributes to ongoing improvements.

- 30% Advises key business and IT leaders in the development and implementation of websites and applications; explains technical issues and concepts clearly to both technical and non-technical audiences verbally and in writing; acts in a pro-active manner and builds relationships with customers and staff; acts as an enabler to help connect dots, facilitates and achieves stakeholder buy-in to increase probability of success; works with IT staff, stakeholders and vendors for efficient implementation of new websites, applications, and enhancements; provides customer support and customer service on day-to-day issues; and leads and mentors web application development staff.
- 20% Develops and updates high level work plans for the execution of website-related projects; identifies resources, schedules, and priorities; prepares and maintains proper technical documentation; performs configuration management and release management for web application components; creates, maintains and executes backup and recovery strategies; and performs ongoing availability and performance monitoring and traffic analysis.
- 5% Perform other related duties, as assigned, to ensure efficient and effective achievement organization's goals and objectives.

**Special Requirements:** (Define all that apply)

**Travel:** Up to 20% travel with overnight stays throughout the state may be required to meet with HCD team members, attend conferences, stakeholder outreach workshops, groundbreaking and grand opening events and provide technical assistance.

**Supervision Exercised:** None

**Conflict of Interest (COI):** None

**Background Check:** None

**Live Scan:** None

**Bilingual, specify language:** None

**License/Certification:** None

**Medical Clearance:** None

**Other, please specify:** None

**Physical Requirements:** The position requires the ability to sit, stand, read, communicate and work on a computer for extended periods of time.

**Working Conditions:** The incumbent will work in an office in an air conditioned, high-rise building with elevator access. Teleworking opportunities are available.

**Administrative Responsibility:** None.

**Personal Contacts:** The incumbent will have daily and frequent contact with all levels of Department management and with vendors and contract staff. Additionally, the incumbent will participate in interdepartmental user groups.

**Consequence of Error:** The ITS II will function with a high degree of independence and is required to have accurate prioritization skills, excellent organizational skills, excellent communication, and problem assessment and resolution skills. The ITS II must be aware of, and able to properly apply, all applicable state rules, regulations, laws, processes and procedures to each functional area of responsibility. Poor decision making or failure to make correct recommendations would adversely impact the delivery of IT initiatives. Consequence of error may have statewide and enterprise-wide impacts including lost funding, project failure, poor customer service, risk exposure, loss of business continuity, and budget implications.

**Diversity, Equity and Inclusion:** All employees at HCD are expected to uphold the values of diversity, equity and inclusion (DEI) which includes being committed to fostering an environment in which employees of a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat others with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

**Equal Employment Opportunity:** All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they meet during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

*I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.*

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

\*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.